

VEHICLE CAPITALIZATION, REPAIR, AND DISPOSAL REQUEST AND AUTHORIZATION

INSTRUCTIONS

Prepare original and two copies. Send original and first copy to the Regional Fleet Manager together with repair or installed accessory cost estimates or disposal documentation, whichever is applicable. Retain second copy in a suspense file. Upon receipt of approved (or disapproved) original, file in the Vehicle Jacket File and destroy the suspense copy.

TO	FROM <i>(Signature)</i>	DATE
Regional Fleet Manager	Manager, Fleet Management Center	

REQUEST

ACTION			
<input type="checkbox"/> CAPITALIZE	<input type="checkbox"/> EXPEND	<input type="checkbox"/> REPAIR	<input type="checkbox"/> DISPOSAL
REASON			
<input type="checkbox"/> EXCEED REPAIR LIMITATION	<input type="checkbox"/> WRECKED	<input type="checkbox"/> EXTEND LIFE	
<input type="checkbox"/> UNECONOMICAL TO REPAIR	<input type="checkbox"/> PURCHASE ACCESSORY EQUIPMENT	<input type="checkbox"/> OTHER <i>(Explain in Remarks)</i>	
VEHICLE TAG NO.	YEAR/MAKE	VEHICLE DESCRIPTION <i>(Equipment code)</i>	
CAPITALIZED VALUE	BOOK VALUE	RESIDUAL/FAIR MARKET VALUE	LIMITATION
\$	\$ AS OF	\$	\$
MILEAGE	VEHICLE CONDITION <i>(Describe)</i>	ESTIMATED COST <i>(Attach estimates)</i>	
		\$	
REMARKS			

AUTHORIZATION

<input type="checkbox"/> APPROVED	AUTHORIZING OFFICIAL <i>(Signature and Title)</i>	DATE
<input type="checkbox"/> DISAPPROVED		

TO
Manager, Fleet Management Center